

There is a job vacancy in the **BAY COUNTY EXECUTIVE'S OFFICE.**

JOB TITLE: Executive Assistant – Administrative and Technology

RATE OF PAY: \$12.51 per hour entry, progressing to
\$14.98 after two years (TA-06)

Full-time, non-union, at-will position

General Summary: Acts as the primary receptionist for the County Executive's Office. Greets and announces visitors to the office and renders assistance as required. Performs routine clerical tasks requiring understanding of County Administration activities and some exercise of judgment. Activities are usually under general supervision with close supervision of new assignments. Good customer skills, analytical ability, and self-starter qualities a must. Sometimes performs duties for other Department or Division Heads and elected officials. Excellent technical computer skills vital. This description is general and is not intended to be all-inclusive.

Typical Duties:

Administrative Duties

1. Keyboarding in Microsoft Office Suite programs, Word Perfect from a variety of sources and compiling finished reports.
2. Process financial documents and create reports.
3. Draft letters to constituents and provide research for speeches and other mass communications.
4. Maintain historic records.
5. Provide counter assistance and perform various duties relating to mail and communications.
6. Other routine clerical duties as required, such as keyboarding, filing, copying, mailing, scanning, etc.
7. Assist with coordination of interns as required.
8. Photographer and videographer.
9. Maintain certain county databases of employees, phones, and other pertinent information.
10. The duties associated with this position depend on a variety of circumstances and may change frequently. Irregular hours are sometimes required.

Technology -Based Duties

1. Assists and occasionally leads Bay TV and video page insertion to Bay 3 TV and performs various archiving and booking of information into compatible data storage.
2. Compiles and drafts information into the newsletter.
3. Performs and compiles surveys (Survey Monkey) as required.
4. Other technology-based tasks as required.

Qualifications: Six months of related experience required. Keyboarding 60 wpm (corrected). May be required to take tests regarding proficiency in office programs. Must be professional in appearance and demeanor at all times, demonstrating patience and perseverance with all constituents. Must be able to transport up to 20 pounds occasionally, have a valid operator's license, and be able to perform routine bending and lifting. Two year college degree or equivalent experience.

Make application online at www.baycounty-mi.gov or in person at the Bay County Personnel Department, 515 Center Avenue, Bay City, MI 48708, no later than **4:00 p.m. Friday, April 6, 2012.**